

RESIDENTIAL CARE ADMINISTRATORS
REGULAR BOARD MEETING
MINUTES

March 8, 2001

ROLL CALL: Verlene Kaiser, Chairman
Myron Higbee
Jerry Sorensen
Ken Madsen
Elizabeth Hein-Drake

ALSO PRESENT: Thomas E. Limbaugh, Bureau Chief
Roger Hales, Administrative Attorney
Budd Hetrick, Deputy Bureau Chief
John Kersey, Chief Investigator
Janice Wiedrick, Secretary

Chairman Kaiser called the meeting to order at 9:00a.m.

Myron Higbee moved to approve the minutes of November 21, 2000 board meeting, December 14, 2000 conference call and January 30, 2001 conference call. Jerry Sorensen seconded the motion, motion carried.

Tom Limbaugh stated the legislation for endorsement has passed and will become effective July 1, 2001.

Discussion was held on the possible combining of the Nursing Home Administrator Board of Examiners and the Residential Care Administrators Board of Examiners sometime in the future.

Mr. Limbaugh presented the financial report showing a positive balance of \$52,644.21. The Board is over the budgeted amount for this year because of the NAB examination expenses. Mr. Limbaugh asked that the Board's budget request form for year 2002 be submitted before May 1.

Chairman Kaiser reported that the NAB examination and Idaho State examination will be ready for use at the end of June 2001.

John Kersey reported that no complaints have been received this year. Of the five complaints from 2000, three remain open and under investigation.

Roger Hales discussed the issuance of temporary permits with the Board.

Myron Higbee moved that applicants for a temporary permit be required to meet the qualifications for examination for the Administrators License before being issued a temporary permit. (21 years of age, good moral character, high school or GED and proof of completion of the required coursework.) Jerry Sorensen seconded the motion, motion carried.

Discussion of the emergency permit was tabled.

Elizabeth Hein-Drake moved to go into executive session for discussion of an applicant file for temporary permit. Jerry Sorensen seconded the motion, motion carried.

Myron Higbee moved to come out of the executive session. Ken Madsen seconded the motion, motion carried.

Elizabeth Hein-Drake moved to accept the petition to the Board by applicant RCA 102600 TA for the temporary permit based upon the evidence provided to the Board for the age, good moral character, GED and evidence of the specialized coursework. Jerry Sorensen seconded the motion, motion carried.

WORKSHOP SESSION

The Board will have a workshop session to cleanup the Laws and Rules on July 19-20, 2001. Roger Hales is to make suggestions for areas to be worked on.

NEW BUSINESS

Ken Madsen is to write an article for the IDALA newsletter on the requirements for temporary permits.

Elizabeth Hein-Drake moved to add the Mentally Ill and Developmentally Disabled questions to the Idaho portion of the examination being developed by Professional Exam Service. Myron Higbee seconded the motion, motion carried.

Elizabeth Hein-Drake moved that a board member make a presentation to IDALA on the new examination and request that IDALA have the Mentally Ill and Developmentally Disabled portions of their coursework available to applicants. Myron Higbee seconded the motion, motion carried.

Budd Hetrick presented a draft of the new application to be used. Suggestions were made and another draft to be sent to all board members for approval before the application is implemented.

Jerry Sorensen moved that there be an exam option during the changeover to the NAB exam, and that applicants be allowed to choose between the NAB examination and the Idaho Examination until January 2002. Elizabeth Hein-Drake seconded the motion, motion carried.

A letter is to be sent to all licensees and all temporary permit holders on the changeover to the NAB examination and the option for the Idaho Examination.

APPLICATIONS FOR REVIEW

Four applications for temporary permits were approved.

APPLICATIONS FOR EXAMINATION

Fifteen applications for examination were approved and sixteen retakes of the examination were approved.

Elizabeth Hein-Drake moved that present applicants lacking proof of completion of the coursework, must submit said proof to the Bureau before March 16th in order to be approved to take the exam. Jerry Sorensen seconded the motion, motion carried.

CONTINUING EDUCATION

Uniform Assessment Instruments requested approval for continuing education credits for their software course. Elizabeth Hein-Drake moved to approve the course for CE credits. Myron Higbee seconded the motion, motion passed.

Elizabeth Hein-Drake moved to accept the CE credits from the Office on Aging and Adult Services AAA Conference. Jerry Sorensen seconded the motion, motion carried.

TERMINATION OF FILES

Myron Higbee moved to terminate the following application files for lack of activity:

RCA 010400 JLB	RCA 032100 SJF	RCA 012100 SG
RCA 070600 LH	RCA 101299 ML	RCA 101100 DJ
RCA 120999 PK	RCA 032100 AK	RCA 012400 LK
RCA 032700 AK	RCA 082799 TK	RCA 112299 EMM
RCA 120800 DRM	RCA 102099 TKN	RCA 062700 SLR
RCA 072700 TMS	RCA 083199 BS	RCA 081899 CS
RCA 032699 NH	RCA 111999 CMH	RCA 030700 CWR

Elizabeth Hein-Drake seconded the motion, motion carried.

Having no further business before them, Myron Higbee moved to adjourn the meeting at 1:05p.m. Jerry Sorensen seconded the motion, motion carried.

Verlene Kaiser, Chairman

Elizabeth Hein-Drake

Ken Madsen

Myron Higbee

Jerry Sorensen

Thomas E. Limbaugh, Bureau Chief

Licenses issued as a result of the examination on April 10, 2001

Rachel Andrews	RCA-428
Kristy Arutyunova	RCA-429
Torey Bowen	RCA-430
Melba R. Covert	RCA-431
Patti L. Davis	RCA-432
Kymbirlee A. Fullmer	RCA-433
Michael Grabenstein	RCA-434
Tonna Hammer	RCA-435
Ron K. Hedelius	RCA-436
Travis D. Ihler	RCA-437
Robin Jewell	RCA-438
Stephanie Ann Oliver	RCA-439
Lindsay Shaw	RCA-440
Diane Shriner	RCA-441
Mark D. Stephenson	RCA-442
Charlotte R. Stinebaugh	RCA-443
Antionette C. Thompson	RCA-444
Jill C. Tyler	RCA-445
Judy G. Walter	RCA-446
Jennifer D. Wright	RCA-447